

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

10-285A

OPEN PERIOD:

11/16/2010 – 12/7/2010

JOB TITLE:

Materials Handler

PAY GRADE AND SERIES:

WG-6907-06

PAY RANGE:

\$22.70 - \$26.48

POSITION LOCATION:

Moffett FAF, CA.

UNIT:129th RQW**PDCN #: 80941000****Security Clearance Required:**

Secret

APPOINTMENT TYPE: INDEFINITE - DUAL STATUS**AREA OF CONSIDERATION:** ALL SOURCES

Military grade of E-3 through E-5.

Compatible Military Grade Assignment: AFSC 2S0X1.**Key Requirements:****THIS IS AN INDEFINITE POSITION**

Selectee may be non-competitively converted to permanent status if/when funding becomes available

This position is located in the Air National Guard, Mission Support Group, Mission Support Group, Logistics Readiness Squadron, Materiel Management Flight, in the Asset Management Section. The primary purpose of this position is to carry out the complete warehousing operations relating to mobility assets to include providing management control, oversight, coordination, and implementation of the base Individual Protective Equipment, Airborne/Non-airborne Readiness Spares Packages, War Reserve Material, and Weapons programs and operations. This position facilitates the primary mission of managing base mobility assets to include the accountability, reporting, receiving, distributing, tracking and maintenance of critical mobility related material. Serves as technical advisor to the Wing Commander, staff, and base personnel regarding mobility assets.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS authorized upon approval.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

Position Requires Travel: Infrequent/Rare.

QUALIFICATIONS and EVALUATION:

General: Experience, education or training which demonstrates the applicant's ability to compare item identification against receiving reports and issue request forms; skill in using handtrucks, dollies, and other equipment to move stock; ability to use hammers, pliers, and other hand tools; and to follow oral and written instructions.

Materials Handler WG-6907-06: Must have 18 months of specialized extensive experience in receiving, packaging and preparation for shipment, compilation of reports, and overall warehousing procedures; experience in setting up and rotating storage location considering factors such as life expectancy, available space, product turn-over, etc.; experience performing inventory and inspections to determine serviceability of stocked items; experience in interpreting and applying written instructions, reference materials, publications and manuals.

KNOWLEDGE, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to do the more difficult tasks, answer questions, and check the work performed at the next lower level.
2. Skill in setting up and rotating storage locations.
3. Skill in determining shortage and overage in inventory; inspecting items to determine fare-wear and tear.

4. Ability to read and interpret technical publications, manuals, and regulations.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Air National Guard and wear appropriate military uniform and comply with required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current résumé*.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Résumé" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@NG.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file if possible.
6. When emailing documents **PLEASE TRY TO LIMIT THE DOCUMENT TO 5 PAGES OR LESS**. Large files or documents will be rejected by the email server and will not be viewable for rating of qualifications by this office.

CONTACT THE HRO STAFFING TEAM AT (916) 854-3350 IF YOU DO NOT RECEIVE CONFIRMATION OF RECEIPT EMAIL WITHIN 2 BUSINESS DAYS

****FOR HELP WITH WRITING A RESUME, PLEASE FOLLOW THIS LINK****

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current résumé* (**mandatory**)
- **Air Force:** Copy of Records Review Report on Individual Person (RIP) within last 30 days;
****For applicants submitting a RIP - Please only include the pages that specify your current Rank/AFSC****
- **Army:** Copy of Personnel Qualification Record within last 30 days
- Transcripts, if applicable

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARD CERTIFICATES OR LETTERS OF APPRECIATION.

***CREDITING EXPERIENCE:** NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION AND/OR RÉSUMÉ. THE LEVEL OF EXPERIENCE IS DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED. BE DESCRIPTIVE, A SIMPLE LIST OF JOB TITLES AND DATES WILL NOT SUFFICE.

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@NG.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Résumés and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of Consideration. The rating you receive is based on your application and supporting documents you provide. Please follow all instructions carefully. **Applications and/or résumés without a current return email will not be considered.** Errors or insufficient information may affect your rating. See the HRO website for additional tips on how to apply and résumé requirements.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@NG.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER